

**Washington State Health Care Authority
Health Care Policy - 2015 Internship
Intern Job Description and Application Instructions**

This internship opportunity is intended for graduate and professional degree students who are considering a career in government and who feel a passion or calling for public service in health policy or health care administration.

The Health Policy Intern will perform support analyst functions, such as conduct literature searches, perform reviews of health care reform reports, analyze health care draft policy documents, and assist with or prepare written documents supporting executive decisions.

The Intern will work closely with lead staff and will contribute to a wide range of deliverable materials, including letters, issue briefs, fact sheets, formal reports, concept papers, legislative tracking, memos, etc.

The Intern will attend internal and external policy meetings, stakeholder events and briefings in the Olympia area and at other locations within the state.

This position requires the ability to perform research rapidly, to assimilate information quickly, and to analyze issues critically. The candidate should also be able to demonstrate flexibility and the ability to multi-task effectively.

The Internship is typically scheduled for 20 hours a week for a period of up to twelve weeks or as agreed to between HCA and Intern Candidate.

Objectives

The Internship will provide an opportunity to participate in the administration of state health care programs, health policy development and activities at HCA that may include:

- Orientation to Washington State executive health policy leadership and related work assignments.
- Exposure to health policy analysis, program development and public policy evaluation methods.
- Experiences that demonstrate the role an executive agency can play to inform, promote, facilitate and/or affect public policy.
- Observe and learn about how the Executive and Legislative branches develop a health care policy agenda and how it is operationalized by HCA.
- Meaningful assignments and work products to support HCA policy work, and apply skills to goal- based projects in the range of competency areas specified by the student's school's curriculum.
- Shadow and conduct informational interviews with HCA staff across a wide range of public policy and public health disciplines.
- Attendance at public policy discussions, stakeholder meetings and events, and webinars.
- Plan and coordinate meetings of health care policy experts/practitioners.

Duties and Responsibilities

- With preceptor/supervisor guidance and consultation, complete a required Internship Agreement with learning objectives by week one of the Internship.
- Work independently and in cross-functional teams on priority projects.
- Conduct basic qualitative and quantitative research on specific health care issues.
- Write and/or edit updates and summaries for lead analysts or managers.
- Participate in interactions with policymakers and government officials.
- Review applicable federal and state policies and regulations associated with specific health or health program policies and operations.

- Assist with or prepare working papers to document policy scope and impacts of health care policies and regulations on HCA programs.
- Demonstrate effective communication skills, basic data gathering, preliminary research, and assist with policy analysis and basic reporting.
- Maintain security and confidentiality of proprietary and state documents, any protected health information and discussions when analyzing material..
- Provide feedback to assigned preceptor and Internship staff on the experience and program.
- Maintain thorough electronic documentation.
- Additional responsibilities as assigned.

Skills, Experience, and Other Job Related Requirements

- Strong analytical and problem solving skills.
- Demonstrated interest in the health care policy or health care administration field.
- Ability to conduct basic review of statutory/regulatory or other policy language and identify or apply requirements.
- Strong work ethic, desire to learn, and intellectual curiosity about the health care system.
- Effective and demonstrated oral/written communication skills and outstanding interpersonal skills.
- Ability to learn, understand and explain complex issues, sound judgment, creativity, enthusiasm, diplomacy, flexibility and able to manage multiple deadlines and prioritize assignments.
- Strong computer aptitude, with at least proficient use of Microsoft Office Suite.

Requirements

Internship candidates must meet the requirements below:

- Graduate or professional degree student, currently enrolled in good academic standing at an accredited college or university with an interest in health care policy, health law, public health, health care administration or related discipline.
- Sign and comply with a confidentiality and non-disclosure agreement and pass a Washington State background check.
- Submit required documents specified (See below)

How to Apply

Cutoff for applying is January 15, 2015 for the Spring and Summer cycles. Internship Cycles

- Spring: Mar 30 - Jun 12, 2015 - APPLY BY Jan 15, 2015
- Summer: Jun 22 - Aug 21, 2015 - APPLY BY Jan 15, 2015

The following must be included as attachments with the required application and sent to:

jessica.reese@hca.wa.gov.

1. One to two page curriculum vitae or resume.
2. Unofficial transcript.
3. Essay (500 words or less) addressing your goals and objectives for the Internship as well as any specific competencies you wish to develop or strengthen. Please note any required special accommodation needs in your essay
4. Two letters of recommendation from institution preceptors, mentors, or faculty who can attest to the candidate's potential and academic preparation.

Selection Process

A selection and interview panel will review applications and make recommendations for selection.

The following criteria will be considered:

- Related work experience, goals and interests
 - Course of study, subjects completed and grade achieved
 - Other academic qualifications
- Successful candidates will be notified as soon as possible after panel selection and a telephonic or in-person interview scheduled at that time.

Work Hours and Environment

- Duration: Twelve weeks unless otherwise arranged between HCA and Intern Candidate:
 - Spring: Mar 30 - Jun 12, 2015
 - Summer: Jun 22 - Aug 21, 2015.
- Hours: At least 20 hours, normally between 8:00 AM and 5:00 PM or as agreed to with Internship preceptor.
- Work environment: Typically work in a cubicle office environment or shared work space, dress is business casual. There may be instances where formal business attire is required.
- Travel: There may be some travel to stakeholder or policymaker meetings and events.
- Compensation/Travel: Unpaid Internship. Travel reimbursements when travel is required are based on approved state reimbursement schedule.
- Special Accommodations: Please note any required special accommodation needs in your essay.

Evaluation

- Selected Interns will receive an incoming orientation and discuss the evaluation criteria, methods and tools at that time.
- An Internship Agreement is due on or about the first week of the Intern's placement at HCA and is to be completed with Intern preceptor guidance and consultation.
- Intern Preceptors will provide a comprehensive review of each Intern and a written review. This will occur mid-term into the Internship and on the last week of the Internship. The HCA Policy, Planning and Performance Division Director will also provide comments in the Intern's final evaluation.
- A final assignment is required and will be included as an objective in the Internship Agreement.
- Candidates will also provide a written review and evaluation of the Internship experience as well as have an opportunity to debrief with their preceptor and key Internship staff.